

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Room 3416, 700 West Capitol Avenue
Little Rock, Arkansas 72201

AR NOTICE AO-120

For: STO and County Offices

Incident Command System (ICS) Training for State and County Offices

Approved by: State Executive Director



1 Overview

A Background

In February 2003, the President signed Homeland Security Presidential directive #5 (HSPD-5). This directive's purpose is to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national Incident Management System (IMS). The Department of Homeland Security, with the aid of other Federal departments, including USDA, has adopted, with minor changes, the National Interagency Incident Management System (NIIMS) and changed the name to the National Incident Management System (NIMS). NIMS was approved and released on March 2, 2004.

In addition, Secretary Memorandum 1800-1, dated March 17, 2003, describes the implementation of NIIMS. In the memorandum, the Secretary states that one of USDA's highest priorities is the protection of American agriculture and the food, fiber, and forestry infrastructures. To ensure that USDA can respond effectively to any type of disaster, the Department has implemented NIMS. The implementation of NIMS will enhance USDA's effectiveness in responding to a wide range of emergencies, including natural disasters, as well as accidental or deliberate incidents that may threaten the U.S. food supply, critical infrastructure, or economy.

The Forest Service and other emergency response agencies have successfully used NIIMS for decades enabling a wide range of emergency management agencies to work together effectively to mobilize maximum resources in support of common goals. Adoption of the model will facilitate interagency and interdepartmental synergy by linking USDA agencies internally and through the National Response Plan with other departments.

Disposal Date

July 1, 2005

12-07-04

Distribution

All Offices

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ICS is 1 of 5 components of NIIMS. It is a standardized on-scene emergency management concept specifically designed to allow its users to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. The term "IMS" may also be encountered to describe the organizations. For purposes of NIIMS, the terms are intended to be synonymous.

There will be training across USDA based on a national training curriculum that is divided into 4 courses referred to as ICS-100, ICS-200, ICS-300, and ICS-400. These courses will serve as the foundation for understanding ICS and the core curriculum of the training programs.

B Purpose

This notice provides State and County Offices with guidelines on required ICS training.

2 Action

A State and County Office Action

- all employees, with the exception of STC, COC, and temporary employees, complete the ICS-100 training by January 14, 2005
- the following employees complete the ICS-200 training by March 21, 2005:
 - employees at the GS or CO grade level 12 or higher
 - CEDs, FLMs, and COT employees regardless of grade.

Note: All employees who have completed ICS-100 training are encouraged to take the ICS-200 training.

An electronic process to track the training in AgLearn is not available to managers at this time. Currently, HRD, Training and Development Branch is working on a tracking system that will be in place soon.

B Employee Action

Employees shall:

- complete the required training
- print the completion certificate
- retain a copy of the certificate for their records.

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C Accessing ICS Training From AgLearn

Employees shall access the ICS training according to the following tables. Employees are required to have a USDA eAuthentication Employee Account (user ID and password) to access training provided through AgLearn. Employees who do not have an account shall establish an eAuthentication user ID and password according to Notice IRM-355.

Note: Paragraph 3 provides course descriptions for ICS-100 and ICS-200.

Following are the steps to access ICS-100 training.

Step	Action
1	Log into AgLearn Student Access by going to the website http://aglearn.usda.gov
2	Type in the eAuthentication ID and password. PRESS "Enter."
3	On the left side of the screen, click "Development Plan". The employee should see that ICS-100 has been placed in their development plan. If the employee does not see the course on their development plan, contact Bessy Plaza by either of the following: <ul style="list-style-type: none">• telephone at 202-418-9050• e-mail at bessy_plaza@wdc.usda.gov.
4	In the Student Development Plan Screen, click "Launch" beside ICS-100
5	In the Content Structure Screen, click "first Sub-Object" to start the course.

Following are the steps to access ICS-200 training.

Step	Action
1	Log into AgLearn Student Access by going to the website http://aglearn.usda.gov
2	Type in the eAuthentication ID and password. PRESS "Enter."
3	On the left side of the screen under "Shopping", click "catalog."
4	In the Search Catalog Screen under the "SKU" field, put in "SKU-2992" to bring up the ICS-200 training course of click "Browse". Click "Homeland Security", locate ICS-200, and click "Add to Development Plan."
5	In the Student Development Plan Screen, click "Launch" beside ICS-200 as applicable.
6	In the Content Structure Screen, click "First Sub-Object" to start the course.

Note: Employees shall print the completion certificate and retain a copy for their records.

2 Action

D Deadline for Completing Training

All employees mentioned in subparagraph A shall complete:

- required CS-100 training by January 14, 2005
- required CS-200 training by March 20, 2005

Note: Those who elect to take the ICS-200 training, who are not required to take it, may complete it at any time.

E Contact Information

Employees shall direct questions:

- on AgLearn to Bessy Plaza at 202-418-9050
- related to the programmatic information in the ICS training to Jerry Alanko at 202-690-1003
- related to policy determinations on training requirements to Linda Cronin at 202-720-7228.

3 Course Descriptions

A Course Description of ICS-100

ICS-100 is a web-based, entry-level course that introduces students to the ICS organization, basic terminology, common responsibilities, and ICS principles and features. This course provides the foundation for employees to function appropriately in the performance of emergency incident-related duties and employees who wish to improve their understanding of ICS. ICS-100 is a pass/fail course where a minimum passing score of 70 percent must be achieved. Completion of ICS-100 is a prerequisite for additional ICS training. Approximate course length is 1 ½ hours.

B Course Description of ICS-200

ICS-200 is a web-based, interactive course that builds on ICS-100 and increases the student's knowledge and understanding of ICS principles and features, ICS organization, and the concept of and application of resources. ICS-200 is required for first-level supervisors involved in emergency incident responses at the incident. ICS-200 is a pass/fail course where a minimum passing score of 70 percent must be achieved. Completion of ICS-200 is a prerequisite for higher level ICS training. Approximate course length is 3 ½ hours.